# Personal Affirmation

**This form is part of your background check through CASTLEBRANCH. Complete this form and upload into your Castlebranch account as required.** Completing a background check is a requirement of ALL students enrolled in teacher education programs or completing a course that includes a field experience in a K-12 school or a community organization that has an agreement with the Educator Preparation Provider unit at Kennesaw State University.

**Please answer the following questions based on events that occurred on or after your 17th birthday. Do not include minor traffic incidences.**

For any felony or for any misdemeanor, have you ever:

*Pleaded guilty or been found guilty
*Been granted first offender status
*Entered a plea of nolo contendere
*Participated in a pre-trial intervention program
*Been placed under a court order whereby an adjudication (judgment/disposition) or sentence was withheld
*Had a charge reduced to a lesser charge or had a charge dismissed or a record expunged

YES _____ NO _____ Signature _____

If you answered **Yes** to the above question, please write a narrative explaining the offense(s). Include the charge, date of incident, misdemeanor or felony, and disposition (guilty, nolo, dismissed, first offender, etc.). Be able to produce court documents upon request. The narrative must be written in the space provided. (More pages can be added as needed.)

I attest to the following: If I am involved in an incident(s) that requires a YES response to the following question, and the incident occurred between the date of my signature below and the completion of my teacher education program, I will report the offense to the Director of Clinical Experiences, Placements and Partnerships within 48 hours. For a felony or any misdemeanor – have you:

*Pleaded guilty or been found guilty
*Been granted first offender status
*Entered a plea of nolo contendere
*Participated in a pre-trial intervention program
*Been placed under a court order whereby an adjudication (judgment/disposition) or sentence was withheld
*Had a charge reduced to a lesser charge or had a charge dismissed or a record expunged

**SUBSEQUENT AFFIRMATION:** I affirm that the information that I provided is true, correct, and complete.

Full Name (PRINT) _____ Maiden Name _____ KSU ID # _____

KSU E-mail Address _____

Signature _____ Today's Date _____

**NARRATIVE EXPLAINING THE OFFENSE(S) Attach additional pages if needed.**

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